

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO: Comptroller			
FROM: Chief, Finance Division		ALLOTMENT SYMBOL 2263-1040-1000	
PAY PERIOD		ESTIMATED NUMBER	
BEGINNING	ENDING	HOURS	EMPLOYEES
26 November	9 December 1961	20	1

JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

An individual from the Comptroller's Office is working on an overtime basis with an "Eyes Only" Project.

DATE 25X1A9a	TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable) Requested by 		
CONCURRENCE (if applicable)		AUTHORIZATION	
TYPED NAME AND SIGNATURE OF DIVISION CHIEF Deputy Chief Finance Division		TYPED NAME E. R. Saunders, Comptroller	ICIAL
DATE CONCURRED 11 December 1961		DATE AUTHORIZED DEC 1961	

COPY

~~SECRET~~
(When Filled In)

[illegible]

Approved For Release 2002/05/01 : CIA-RDP78-05747A000300040006-7

(1-49)

Pay Period - 26 Nov - 9 Dec 61

Overtime Performed for Project
(WH)

STATINTL

STATINTL

<u>DATE</u>	<u>Time</u>	<u>Hours</u>
28 NOV.	1745-1945	2
30 NOV	1730-2130	4
2 Dec	0830-1230	4
	1330-1730	4
5 Dec	1730-1930	2
9 Dec	1030-1430	4
		<u>20</u>

STATINTL



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